

INDIAN AFFAIRS MANUAL

Part: 0

Introduction and Index

Chapter: 1

Introduction

Page 1

1.1 Purpose. The Indian Affairs Manual (IAM) is used to document authorities, standards, and procedures that have general and continuing applicability to activities under the jurisdiction of the Assistant Secretary - Indian Affairs, or that otherwise may be important to the internal management of Indian Affairs.

1.2 Authority. The Federal Records Act (44 U.S.C. 3101-3102), supplemented by the Federal Information Resources Management regulations (41 CFR 201) and the Departmental Manual, requires agencies to provide proper documentation of their organization, functions, policies, decisions, procedures, and essential transactions.

1.3 Reorganization of the Manual. The Bureau of Indian Affairs Manual (BIAM) is being renamed, updated and reorganized to better reflect current procedures, organizational structure, and practices. Chapter 2 provides an index to the Indian Affairs Manual (IAM) that will be used as new parts are issued.

1.4 Continued Applicability. Existing BIAM issuances otherwise in effect will continue in effect until superseded by an issuance in the IAM, or otherwise revoked or rescinded.

1.5 Other Policies, Directives, and Guidance. Acting within the scope of their authority, Federal officials outside of the Bureau of Indian Affairs are empowered to require some or all Federal departments, agencies, offices, and employees to comply with orders, regulations, circulars, or other official directives. While not reproduced in the IAM, Indian Affairs employees are bound by these requirements which include, but are not necessarily limited to: Executive Orders, Secretarial Orders, the Department of the Interior Manual, and issuances from the Federal Government's central management agencies: the Office of Management and Budget, the Office of Personnel Management, the Department of Treasury, and the General Services Administration.

1.6 Issuances Outside of the Manual. In the course of daily operations, situations arise which require specific and timely action by Indian Affairs employees and managers. Nothing contained in this Manual shall be interpreted to preclude the issuance of a lawful order or directive by any official in Indian Affairs acting within the scope of his/her authority. Directives also may be issued as memoranda.

1.7 Structure. The Manual is divided into parts and chapters which are listed in the index.